

WORLDWIDE EXPRESS (WWX) SMALL PACKAGE CONTRACT

F11626-98-D-0030

F11626-98-D-0031

F11626-98-D-0032

AUTHORIZATION PROCEDURES FOR COMMERCIAL CONTRACTORS

The Contracting Officer has determined that it is in the government's best interest to allow certain commercial contractors to use the WWX contract when using international express small package service for shipments made on behalf of the US government. In accordance with Block 16(c)(3)(ii) of the SF 1449, the Agency Contracting Officer's Representative (ACOR) is responsible for authorizing commercial contractors to use the WWX contract. These contractors include, but are not limited to, Third Party Logistics (3PL) Contractors, Integrated Logistics Management Contractors (Prime Vendor, etc.), and Cost Reimbursable Contractors (CRCs).

The following procedures must be followed when requesting authorization to participate in the WWX contract. Contractors shall submit their written request to participate by completing the attached request form (Contractor's Request to Use WWX) and forwarding it to the appropriate WWX ACOR. (To identify the appropriate ACOR, refer to the WWX website (www.safb.af.mil/hqamc/pa/wwx/wwx.htm) or contact the Program Office (see website or Block 16 of the WWX contract.)

In order to be eligible to participate, each commercial contractor must make a minimum of 120 international shipments per year. Each commercial contractor shall verify the information submitted in paragraphs 1-5 of the attached request form with the responsible government Contracting Officer. The Contracting Officer shall evidence their confirmation by providing a signature and date in the space provided under paragraph 5.

The ACOR shall forward the completed request form to the WWX contractor(s) for their review, with a courtesy copy provided to the WWX Contracting and Program Office.

CONTRACTOR'S REQUEST TO USE WWX
WORLDWIDE EXPRESS SMALL PACKAGE CONTRACTS
F11626-98-D-0030, F11626-98-D-0031, F11626-98-D-0032

1. Company Submitting Request:

Name of Firm: _____

Address: _____

Telephone Number: _____

2. Company's Contracting Official:

Name: _____

Telephone Number _____

(Please provide address if different than item 1 above.)

3. Government Contract Requiring Express Small Package Service:

Contract Number: _____

Title: _____

Contract Type: _____

Current Option Year Ends: _____

Contract Expiration: _____

4. Government Contracting Officer:

Name: _____

Agency Address: _____

Telephone Number: _____

5. Agency Billing Office Point of Contact:

Name: _____

Address: _____

Telephone Number: _____

INFORMATION IN PARAGRAPHS 1-5 VERIFIED:

Contracting Officer Signature

Date

6. **Shipment Destination Profile:** List anticipated shipment destination locations such as military installations, major cities, embassies, etc. Provide projected number of shipments and percentage of shipments to specific countries. For example: 500 total shipments; 200 shipments, 40% to Germany; 100 shipments 20% to England, etc. (If additional space is required, attach a separate page with this information.)

7. **Shipment Weight Profile:** Be as specific as possible, X number of estimated shipments 1-10 lbs, etc.

8. **Delivery Terms:** Contract must require FOB (free on board) origin terms in order to be considered for participation in the WWX program.

NOTE: Any commercial contractor receiving approval to use the WWX contract shall adhere to all its terms and conditions.